Vancouver Style Manual

For the Faculty of Health Sciences
(Clinical Laboratory Sciences)

Adapted from:
Vancouver Style

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Vancouver Style

The Vancouver style is a numeric referencing style commonly used in medicine and science and it follows guidelines based on the National Information Standards Organization recommendations for Bibliographic References as adapted by the National Library of Medicine. Vancouver style consists of both in-text citations and list of references. For every in-text citation there should be a full citation in the list of references and vice versa.

The examples of Vancouver types or variations listed below are based on Citing Medicine: the NLM style guide for authors, editors, and publishers (2nd edition). Furthermore, for automatic generation of citations, use a bibliographic citation management program such as RefWorks available through the University Libraries website.

In-Text Citations

According to Vancouver style, the source should be cited both in the text and in the list of references. The same number should be assigned to each cited source, no matter how many times it is used in the body of the work. In-text citations must be written in Arabic numerals (1, 2, 3...), and should be placed between parentheses at the at the end of the information you are citing.

Citing a single source

- **Example:**

  There are efforts to replace mouse inoculation testing with in-vitro tests (2).

Citing multiple sources

- When citing multiple sources in one sentence, you separate them with a coma without spaces. **Example:**

  Several studies have examined the effect of congestion (1,2).

- When citing consecutives sources in one sentence you use a dash (-) to separate the numbers and you include the first and last cited sources as follows: (2-4), which means citing sources 2 through 4. **Example:**

  There have been efforts to replace mouse inoculation testing with invitro tests, such as enzyme linked immunosorbent assays or polymerase chain reaction but these remain experimental (2-4).

- Use a dash (-) to separate inclusive numbers and commas without spaces to separate non-inclusive numbers. (2-4,7,10) means 2 through 4, 7, and 10. **Example:**

  Patients showed no signs of diabetes (2-4,7,10).
Citing the author’s name in your text

- When formulating a sentence and you mentioned the author’s name within the text, you still need to assign a number after the author’s name. **Example:**
  
  As emphasised by Watkins (8) carers of diabetes sufferers require perseverance.

- For a work with two authors mentioned in the sentence, join the names with the word "and." **Example:**
  
  Moir and Jessel (1) maintain “that the sexes are interchangeable”.

- For a work with more than two authors, include only the family name of the first author followed by "et al." **Example:**
  
  Rotenberg et al. (16) examined length of sleep among night shift workers during non-working days and found that women with children had shorter sleep lengths than men.

Citing a corporate name

- **Example:**
  
  The Department of Health advocates a national strategy for creating a framework to drive improvements in dementia services (6).

Citing a direct quotation

- When citing a direct quotation, you must use quotation marks and indicate the page number. **Example:**
  
  Simons et al. (3) state that the principle of effective stress is ‘imperfectly known and understood by many practicing engineers’ (p4).

- Place long quotations which exceeds 40 words in a freestanding block and indent the quote to make it clear that this paragraph is not yours, do not use quotation marks. **Example:**
  
  It can sometimes be difficult, if not impossible, to avoid using some of the author’s original words, particularly those that describe or label phenomena. However, you need to avoid copying out what the author said, word for word. Choose words that you feel give a true impression of the author’s original ideas or action (20, p37).
References

A good citation contains enough information to lead your reader to the source you used. The list of references must include only the sources you have cited in the text.

Follow the below instructions when formatting and typing your references.

- **Title:** Start the list on a new page titled: REFERENCES (size 14pt. Uppercase, bold, and centered)
- **Font:** Use Times New Roman, size 12pt.
- **Line spacing:** Use double space.
- **Margins:** Use uniform margins of 1 inch (2.54 cm) at the top, bottom, and left. Leave the right margin ragged.
- **Order:** Arrange citations in numerical order, and in the same chronological order in which they appear in the text, using Arabic numerals (1, 2, 3...).
- **Authors:** Write the last name and initials of the first and middle name for all authors/editors of the used work. Separate author/editor names from each other by a comma and a space. e.g. MacDonald DD, Ben-Gashir MA, Robson AM. the author’s field shall end with a period.
- **Indentation:** Align the first line of the entry with the left margin, and indent all subsequent lines by 0.5 inch (1.27cm) or use the tab button to form a "hanging indent".
- **Capitalization:** Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms. The title’s field shall end with a period unless the title ends with another punctuation (?, !,...). Journal titles are abbreviated, with some exceptions, as in the case of journal titles that consist of a single word; book titles are not abbreviated. Therefore, The Journal of Biocommunication becomes J Biocommun., whereas Virology remains Virology. For more detailed information check the Construction of National Library of Medicine Title Abbreviations or search for the journal title in the NLM Catalog: Journals referenced in the NCBI Databases.
- **Date:** For works that the publication date is not available but the year of copyright is mentioned, add it preceded by the letter "c"; Example: c2005.
- **Page numbers abbreviation:** Use the abbreviation p. to designate page numbers of chapters from edited books and encyclopedia entries. For journal articles, give the inclusive page numbers on which the article appears. Do not repeat page numbers unless they are followed by a letter. Example: 123-125 becomes 123-5, but 124A-126A is correct. End pagination information with a period. Pagination of a newspaper article differs from pagination from all other types of publications; in that only the first page of the article is included then adds the column number. Example: 1 (col. 1).
For online accessed works, and besides following the basic format of each type and variation, additional information should be included:

- Use the word "Internet" in square brackets after the periodical/book/website/or part of a website.
- Provide the URL or other electronic address of the work.
- Include the retrieval date between square brackets as follows [cited year month day] before the URL.
- Write the words “Available from” followed by a colon and a space before the URL.
- Do not omit http://, www, or other beginning components.
- Retain the entire string as found, yet, break a long URL at a slash if necessary.
- Finish the URL with a period only in the case it ends with a slash.
- When available, Include DOI\(^1\) followed by a colon and a space then add the number supplied by the publisher (doi: 10.1128/JB.00737-06).

**Periodicals (Articles in Journals, Magazines, Newspapers, & Newsletters)**

- **Articles in Journals**

  References for periodicals’ articles should include the following elements: **author(s)**, **article title**, **journal title**, **date of publication**, **volume number**, **issue number** (if available), and **page number(s)**.

  The same applies to **magazines**.

  **Basic format:**

  Family name AA, Family name BB, Family name CC. Article title. Journal title. Year Month (if applicable);Volume number(Issue number): Start page-End page.

  **Journal article, one author**


  **Journal article, two authors**


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\(^1\) A DOI, or digital object identifier, is a unique alphanumeric and permanent identifier, usually found on the abstract page, which will take you straight to a document no matter where it is located on the Internet. Example: [https://doi.org/10.3390/antiox8070227](https://doi.org/10.3390/antiox8070227)
Journal article, more than two authors

Journal article, more than seven authors
- In this case cite the first 6 authors followed by comma (,) and “et al.” such as:

Journal article online with DOI

Journal article online without DOI

- Articles in magazines

- Articles in newspapers
Do not abbreviate names of newspapers (e.g., "The Washington Post" not "Wash Post"), although you may drop the leading "The".
Add the publishing location in parentheses after the newspaper’s title only in the case the title doesn’t clearly indicate it.

Basic format:
Family name AA. Article title. Newspaper title (edition of paper eg. Weekend edition). Date of publication – year month (3 letter abbreviation) day: Sect. Location eg. A:12 or Business 5 (5 is the page number) column number is applicable eg. (col. 1).
Galewitz P. Virtual doctor visits are so easy. But will they increase costs? Washington Post (Maryland Ed.). 2015 Jun 29;Sect. A:12 (col. 1).

Njera C. Warning over diabetes monitors: touch glucose meters have failed to make the grade, says US regulator. Daily Nation (Nairobi). 2006 Jan 5;Sect. 2:23 (col. 1).

**Newspaper article, no author**
Woman in L.A. tests positive for plague. Richmond Times-Dispatch. 2006 Apr 20;Sect. A:7 (col. 6).

**Books**
References for books should include the following elements: **author(s) or editor(s), title and subtitle, edition (if applicable), editor and other secondary authors, place of publication, publisher, date of publication, page numbers (optional)**. In case no author and no editor available, the title of the book or the chapter will take the first place in the reference.

**Basic format:**
Family name AA. Title of the book. Edition of the book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication.

**One author**
Butler SW. Secrets from the black bag. London: The Royal College of General Practitioners; 2005.

**Two to six authors**

**Corporate author, author as publisher**
Virginia Law Foundation, Committee on Continuing Legal Education. The medical and legal implications of AIDS. Charlottesville (VA): The Foundation; 1987.
- As an option, the full publisher name may be given
**Book online with DOI**

**Book online without DOI**

**Edited book**

- **Contributions or chapters in edited books**
References to a contribution or chapter in an edited book should include the following elements: Author(s) or editor(s), title of the chapter, connective phrase (In:), author(s)/editor(s) of the book, title of the book, place of publication, publisher, date of publication, page numbers.

**Basic format:**
Family name AA. Title of the contribution. In: Family name BB, Family name CC, Family name DD, editors. Title of the book. Place of publication: Publisher Name; Year of Publication. p. xx-xx.

**Chapter in an edited book**
Reference Work (Encyclopedias, Dictionaries, etc...)  
References for encyclopedias and dictionaries should include the following elements: author(s) or editor(s), title of the work, place of publication, publisher, title of entry, and pages.

**Basic format:**  
Family name AA, Family name BB. Title of work. xx ed. Place: Publisher; year of publication.  
Title of entry, p.

**Entry in a reference work with author(s)**  

**Entry in a reference work without author**  
Encephalomalacia; p. 609.

**Entry from an online encyclopedia**  

**Entry from an online Dictionary**  

**Scientific and Technical Reports**  
References for reports should include the following elements: Author(s) or organization name, title of report, place of publication, publisher, year of publication, total number of pages e.g. 24 p. Report Number.

**Basic format:**  
Family name AA, Family name BB (Author’s affiliation/performing organization if applicable).  
Standard report written by a performing organization and published by a sponsoring organization.


Report in a series


Corporate author, government report


Standard report with report number


Meetings, Symposia, Conference Paper and Proceedings

Basic format:

Editor AA, Editor BB, editor(s). Title of book. Title of the conference proceedings; date of conference; Place of Conference. Place of publication: Publisher's name; year of publication, total number of pages.

Conference proceedings


Conference paper – published

**Basic format:**
Family name AA. Title of paper. In: Editor AA, editor. Title of book. Title of the conference proceedings; Date of conference; Place of Conference. Place of publication: Publisher’s name; year of Publication. pages.


Conference paper – unpublished

**Basic format:**
Family name AA. Title of paper. Paper presented at: Title of the Conference; Date of conference; Place of conference.


Doctoral Dissertations and Master’s Theses

References for dissertations and theses should include the following elements: **Author, title of the work [type of work], place of publication, publisher, year of publication, page numbers (optional).**


**Dissertation/Thesis, published**


**Dissertation/Thesis, unpublished**

Translated Works

- If the original version of a non-English work is used as the source, cite the original version. Give the original title the English translation in square brackets right after the title.


- If you used the English translation of a foreign work, include the translator’s name followed by a comma and the word translator after the title.


Web Site Contents, Computer Programs

For content that does not easily fit into categories such as journals, books, and reports; keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include the author or organization, format description in square brackets, title, place of publication, publisher, date, and source.

Provide a cited date for entries when the content changes over time.

Entire web site


Part of a web site


Computer program

Mobile application software

Audio-Visual Media
Citations for audio-visual media should include the following elements: author, title, type of medium, edition, producer, editor, and other secondary authors (if available), place of publication, publisher, and year of publication.

Basic format:
Family name AA. Title [type of medium, DVD, CD-Rom, motion picture, etc.]. Place of publication: Publisher; year of publication.

DVD/Videocassette

Television programs/ Motion pictures

Streaming video, e.g. YouTube video

**Basic format:**
Family name, AA. Title [format]. Place of publication: publisher; year of publication [cited year month day]. Available from: http://xxxxx


Television/Radio episode from a series

**Basic format:**
Family name AA. Title of episode. In: Title of series [television/radio series]. Credits. Place: Studio; Year Month Day of broadcast. Series, episode.


Work of art (photograph, drawing, painting, sculpture, etc...)

**Basic format:**
Artist AA. Title of work [poster, print, photograph, etc ]. Place of publication: Publisher; year of publication.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown].
Personal communications

It is not recommended to include personal communications in the references, unless they are publicly available in a library, an archive, and repository or retrievable online. Instead, you can cite them in the text of your thesis. You are also required to provide permission from the source/author of the personal communication you wish to quote and cite in your text. The permission should be stated in the "appendix" section. Place the source of information in parentheses, and use the term “unreferenced” to clearly indicate that you didn’t include a citation in the reference list.

The required components to properly cite a personal communication in the text are:

- The date of the personal communication.
- The form of the communication whether an oral conversation, a letter, or an email.
- The author or correspondent affiliation, if available.

E-mail

That the outbreak occurred in London at this time was later verified (e-mail to Matthew Hart from Stephen Savieri, March 17, 2012; unreferenced).

Letter

... and most of these meningiomas proved to be inoperable (May 15, 2012 letter from Richard Grant to me; unreferenced), while the few that ...

Conversation

In a conversation with a colleague from the School of Population Health (Laurence Jameson, July 25, 2013, oral communication; unreferenced), it was established that he was not under consideration for the position.

Lecture Notes

Unpublished lecture notes

Smith JB. Anatomy of the head and neck [unpublished lecture notes]. University of Western Australia; notes provided at lecture given 2017 May 11.

- Important Note: Always check with your supervisor or the course lecturer if it is acceptable to reference the lecture notes.

Lecture Notes, accessed online

Ellis D. An introduction to medical mycology [Internet]. Adelaide: The University of Adelaide, School of Molecular & Biomedical Science; 2011 Mar 7 [cited 2011 May 31]. [14 p.]
PowerPoint Slides, accessed online

Dennis S, Lee MD. Bayesian inference for signal detection models of recognition memory.

Paper presented at: Workshop on Memory and Concept Formation; 2006 Jul 12-14; Margaret River (AU). PowerPoint presentation available from:
http://www.psychology.adelaide.edu.au/personalpages/staff/simondennis/MargaretRiver06.ppt
APPENDIX A: References Example

REFERENCES

